

CALENDAR – UPDATE SCHOOL END DATE

- I. **Changing the Date of the Last Day of School**
- II. **Procedure to Update School End Date**

- I. **Changing the Date of the Last Day of School**

Considerations in Changing the School End Date

A “School End Date” is kept for both the school district and for each school. Changing the District School End Date does not change the School End Date for individual schools – each school’s end date must be updated individually. The reason for this is the Attendance record for each student must be updated when a school’s School End Date is changed. The students’ Attendance records reflect the “possible school days” and this count must be adjusted when the School End Date is altered.

Changing the School End Date for a Single School

The School End Date can be changed for an individual school without changing the date for either the District or any other individual school. To change the date for one school, proceed to Section II. B. below. The result of changing the date for only one school will be that the end date for that one school, as displayed on the [Setup→Schools→School Parameters→Basic Parameters](#) screen for the selected school, will differ from the end date for the District, as displayed on the [Setup→District→Master District Parameters→Basic Parameters](#) screen.

Changing the School End Date for all Schools in the District

To change the School End Date for all schools – and the entire District, follow both procedures described in Section II below. This will ensure that all the Attendance records for all students are updated and will ensure that the end dates listed for each school, as displayed on the [Setup→Schools→School Parameters→Basic Parameters](#) screen for the schools, will agree with the end date for the District, as displayed on the [Setup→District→Master District Parameters→Basic Parameters](#) screen. It will be necessary to complete the procedure described in Section II. B. for each school in the district.

II. Procedure to Update School End Date

A. Update the School End Date for the District

Setup→Districts→Master District Parameters→Basic Parameters

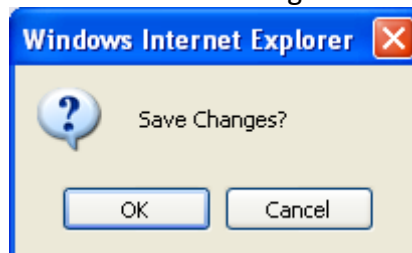
The screenshot shows the Genesis Student Information System interface. The browser address bar displays the URL: http://genesis.genesedu.com/training/iss/view?module=setup&category=district&tab1=parameters&tab2=basic¶ms&action=form. The page title is "Genesis High School". The navigation menu includes: Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, Setup, and Next. The "Setup" menu is expanded, showing: Security, Schools, Districts, School Types, Codes, Data, and Reports. The "Districts" menu is further expanded to show: List of Districts, New District, and Master District Parameters. The "Master District Parameters" menu is expanded to show: Attendance Cards, Basic Parameters, Basic Skills Tests, Academic Prerequisites, Street Map Screen, Zip Code States, Related Services, Employees, Programs, Student IDs, Teachers, Valid Grades, Departments, User Flags, and User Text. The "Basic Parameters" sub-menu is selected, displaying the following fields: School Start Date (07/01/2006), School End Date (06/30/2007), Student ID Size (Attendance Cards) (7), Allow Multiracial Ethnicity Code (checked), Use Street Map Screen for Registration (unchecked), English Language Code (AD - ENGLISH), and SUM GPAs Include All Student's Schools (checked). A "Modify" button is located at the bottom center of the form.

Figure 1 – Master District Parameters Basic Parameters Screen – The top two fields control the start and end dates for the current School Year

Procedure to Update Last Day of School for the District

This is the first part of changing the Last Day of School for the entire school district.

1. Navigate to the **Setup→Districts→Master District Parameters→Basic Parameters** screen.
2. Locate the **“School End Date”** field and enter the new date.
3. Click the **“Modify”** button to make the change. The verification dialog appears:



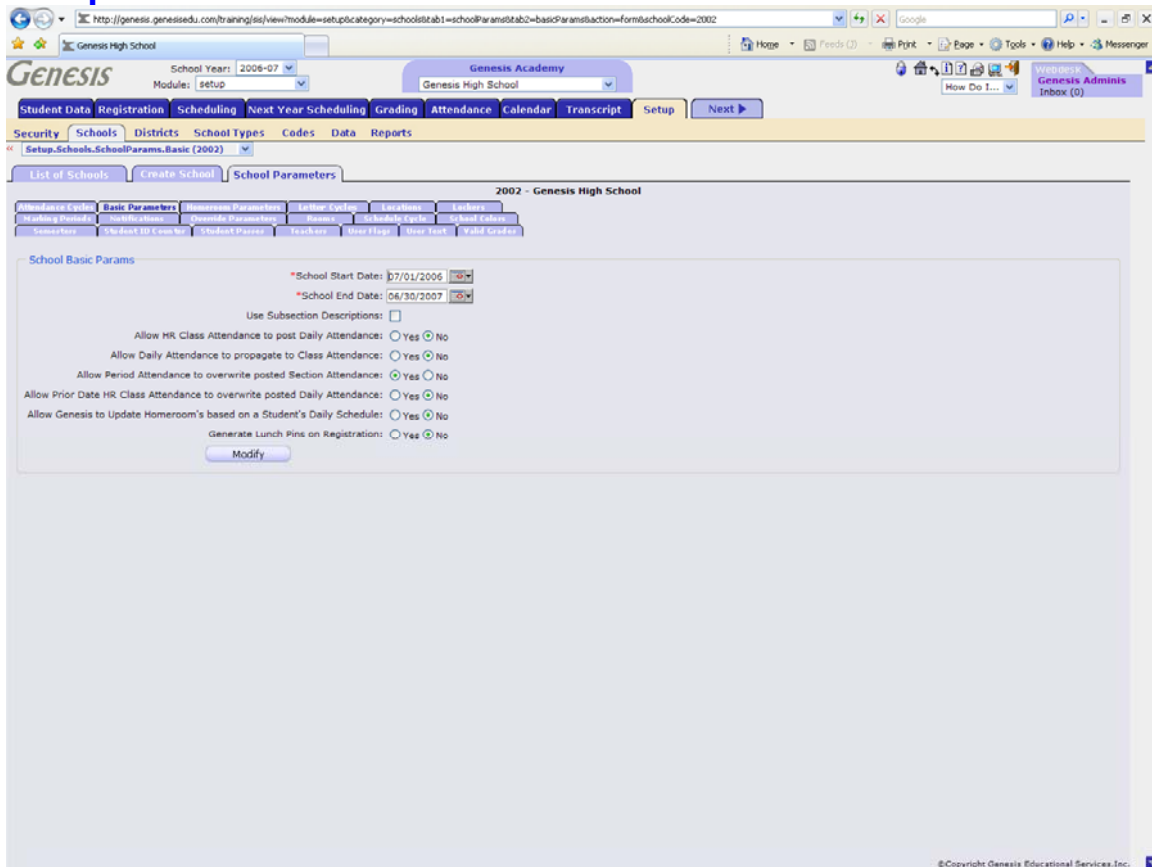
4. Click the **“OK”** button to proceed and change the last day of School. When the change is complete, a confirmation dialog will be displayed:



5. Click the “OK” button to finish and then proceed to Section II. B. below to change the School End Date for individual schools. It is necessary to change the individual schools to ensure that the students’ Attendance records are updated appropriately.

B. Update the School End Date for a School (or Schools)

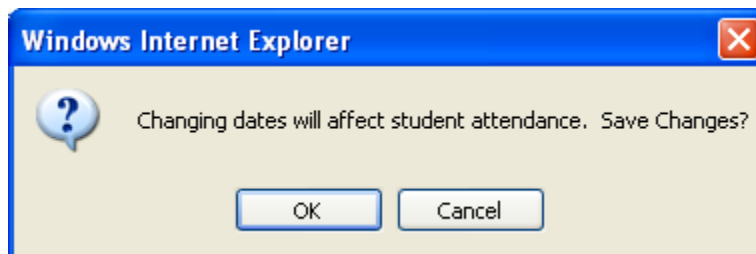
Setup→Schools→School Parameters→Basic Parameters



Procedure to Update Last Day of School for a School or Schools

This is the first part of changing the Last Day of School for the entire school district.

1. Navigate to the **Setup→Schools→List of Schools** screen.
2. Locate the entry for the school whose School End Date you wish to update. Click the **“P”** icon button corresponding to this school. This will bring up the **Setup→Schools→School Parameters→Basic Parameters** screen for the selected school.
3. Locate the **“School End Date”** field and enter the new date.
4. Click the **“Modify”** button to make the change. The warning dialog appears:



Note that if the **School End Date** is updated the students' Attendance records will be altered to incorporate the change.

5. Click "**OK**" to proceed, change the **School End Date** for the selected school and update the Attendance records for all of the students in the selected school. Click "**Cancel**" to abandon the update operation. If "**OK**" is clicked, the students' Attendance records are updated and a Confirmation dialog is then displayed:



6. Click the "**OK**" button to finish.
7. Repeat Steps 2 to 6 to update the School End Date for additional schools.